



PHARMACY TECHNICIAN
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing period(s) for this examination are: **JANUARY-JUNE JULY-DECEMBER**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: or In person with:

Department of Corrections & Rehabilitation
Selection Services Section
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

Department of Corrections and Rehabilitation
Selection Services Section
1515 "S" St, Room 522N
Sacramento, CA 95814
(916) 322-2545

The testing office(s) will accept applications continuously and will notify and test applicants as needs warrant.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis.

All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: May 15, 2006
\$2465 - \$2998

MINIMUM QUALIFICATIONS Possession of a valid certificate of registration as a Pharmacy Technician issued by the State Board of Pharmacy set forth in Section 4115 and 4202 of the Business and Professions Code.

Registration requirements shall not apply during the first year of employment for a person employed or utilized as a Pharmacy Technician to assist in the filling of prescriptions for an inmate of a correctional facility of the State Departments of Youth Authority or Corrections, or for a person receiving treatment in a facility operated by the State Department of Veterans Affairs.**And**

Either I

One year of clerical work experience in a pharmacy relieving a pharmacist of clerical or subprofessional duties. Primary duties must have included stocking shelves with pharmaceutical supplies or typing pharmaceutical labels. (Experience in the California state service applied toward this requirement must be in a class at a level of responsibility not less than that of Office Assistant (General), Range B.) Academic education above the 12th grade may be substituted for the experience on the basis of one year of education of a science or mathematical nature being equivalent to six months experience. Students who are enrolled in the last semester or its equivalent of course work which upon completion will fulfill these requirements will be admitted to the examination, but they must submit evidence of completion before they can be considered for appointment.)

Or II

Completion of an academic curriculum and formal on-the-job training program for Pharmacy Technician.

Special Personal Characteristics: Willingness to recheck one's own work and work within exacting and meticulous guidelines; personal hygiene that is consistent with a medical setting; and normal color vision adequate to successfully perform the job as measured by the Ishihara Pseudo-Chromatic Plate Test or for persons failing the Ishihara, the Farnsworth D-15 Arrangement Test.

Additional Desirable Qualifications: Education equivalent to completion of the 12th grade.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

EXAMINATION PLAN This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR**

EXAMINATION PLAN CONTINUED	<p>FOR THE INTERVIEW WILL BE DISQUALIFIED.</p> <p>Qualifications Appraisal -- Weighted 100.00%</p> <p>Scope:</p> <p>Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Basic clerical, record keeping, and pharmaceutical office practices2. Basic pharmaceutical terminology3. Weights and measures4. Sterile techniques <p>Ability to:</p> <ol style="list-style-type: none">1. Follow meticulous written and oral instructions2. Read and write English3. Perform mathematical computations with accuracy4. Learn and distinguish subtle differences in pharmaceutical terminology5. Type accurately
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ELIGIBLE LIST INFORMATION	The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list(s) in order of final scores, regardless of date. Eligibility expires 12 months after establishment, unless the needs of the service and conditions of the list(s) warrant a change in this period.
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POSITION DESCRIPTION AND LOCATION(S)	<p>Under the direct supervision of a pharmacist in a State correctional facility, the Pharmacy Technician assists in the operation of the facility pharmacy. Duties include the maintenance of drug and supply inventory and inventory records by ordering supplies; checking goods received against purchase orders, invoices, and requisitions, segregates, labels and stores pharmaceutical supplies, reviews pharmacy stock for expired drugs, picks up and delivers drugs, cleans equipment, shelves, and work areas; operates packaging machinery for unit dose or prepackaged dispensing system; types labels or medications and delivers to pharmacist for affixing; retrieves designated drug containers, maintains patient medication profiles; maintains records of prepackaged drugs; prepares unit dose cassettes for review by pharmacist; aids pharmacist in preparation of prescriptions and intravenous preparations, and does other service and technical pharmacy work which does not require licensure.</p> <p>Positions exist with various institutions throughout the state with the Department of Corrections and Rehabilitation.</p>
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SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
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VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran's Preference Points. Career credits will not be granted in this examination.
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GENERAL INFORMATION

Veterans Preference: California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran's Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, P.O. Box 944201, Sacramento, CA 94244-2010 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov